

U.S. Department  
of Transportation

**United States  
Coast Guard**



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COAST GUARD  
PORT SECURITY UNIT  
STATUS OF RESOURCES AND TRAINING  
SYSTEM  
DECISION AIDS

COMDTINST M3501.51

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COMDTINST M3501.51

JUN 16 1995

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COMMANDANT INSTRUCTION M3501.51

Subj: COAST GUARD PORT SECURITY UNIT STATUS OF RESOURCES AND  
TRAINING SYSTEM DECISION AIDS

Ref: (a) Required Operational Capability (ROC) and Projected  
Operational Environment (POE) for the Coast Guard Port  
Security Unit, COMDTINST 3501.49 (series)  
(b) Status of Resources and Training System (SORTS), NWP  
10-1-11 (series)  
(c) Status of Resources and Training System (SORTS) for  
Coast Guard Units, COMDTINST M3501.2 (series)  
(d) Contingency Personnel Allowance List (CPAL)  
(e) Port Security Unit (PSU) Individual Master Training  
Plan and Personnel Qualification Standard, COMDTINST  
1540.10

1. PURPOSE. To provide a set of decision aids and guidelines to help determine a Port Security Unit's status within the Status of Resources and Training System (SORTS). When used with references (a) through (e), these decision aids will improve the quality and consistency of readiness information contained in the SORTS database.
2. ACTION. Area commanders shall review SORTS data submitted by their subordinate units and ensure compliance with the assessment criteria in the decision aids.

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A																										
B		8	20*																							
C																										
D																										
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3. DIRECTIVES AFFECTED. None.
4. DISCUSSION. The decision aids use the status of specific elements of unit personnel, training, and materiel to objectively rate the unit's readiness to meet the mission performance standards assigned in reference (a). They are organized to correspond with the step-by-step procedures promulgated in references (b) and (c) to help the SORTS writer complete an accurate SORTS report with minimum effort.
5. PROCEDURE. Unit commanding officers shall use the appropriate decision aids in preparing and reporting resource-specific SORTS assessments for the unit's Primary Mission Areas (PMAs). Decision aids can also be used as a self-measurement tool to help assess the unit's ability to accomplish its secondary Naval Warfare missions.
6. CHANGES. Recommendations for changes to these decision aids shall be submitted to Commandant (G-RER), via the chain of command.
7. REPORTS. The decision aids are used in the preparation of the Status of Resources and Training System (SORTS) report, RCN-3501-01.

  
R.M. LARRABEE  
CHIEF, OFFICE OF READINESS  
AND RESERVE

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## CHAPTER 1. INTRODUCTION

- A. Purpose. To provide a set of decision aids and guidelines to help determine a unit's status within the Status of Resources and Training System (SORTS). When used with references (a) through (e), these decision aids will improve the quality and consistency of readiness information contained in the SORTS database.
- B. Applicability. These decision aids help the unit SORTS writer determine unit status for the following elements of the SORTS report:
1. Mission, Resource Area, and Overall Status. The decision aids assist in the objective evaluation of assigned missions. The missions are organized under resource areas and are summarized under an overall status in line with the step-by-step procedure of status assessment detailed in references (b) and (c).
  2. Commander's Assessment of Percent Effective (PCTEF). The decision aids provide broad guidance to help the commanding officer determine a subjective assessment of the unit's current ability (within the next 72 hours) to undertake all missions. The assignment of PCTEF considers the overall (CROVL) rating and other tangible and intangible factors that impact on the unit's readiness to perform its assigned primary missions. Since the status of resources and training is always a major factor in determining PCTEF, commanding officers are limited to a range of PCTEF values associated with the unit's current CROVL rating.
  3. Major Equipment (MEQPT) and Crew Data (CREWA). The major equipment listed in the decision aids was selected from the list provided in reference (b) and is specific to this unit. For uniformity, units should only report the major equipment listed in the decision aids.
  4. Chemical, Biological Defense Status (CBD). The decision aids assist in the objective determination of chemical, biological defense status. CBD status is reported by all units, even those not normally trained or equipped for CBD operations. CBD is not a mission area. CBD status is not used to compute mission, resource area, and overall status. It should only be used as a factor in determining the commander's assessment of percent effective (PCTEF) when CBD equipment and/or training are immediate factors that could impact mission performance.

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## CHAPTER 2. PROCEDURES AND INSTRUCTIONS

### A. SORTS Assessment Procedures.

1. Step-by-step assessment procedures are detailed by the Navy in reference (b) and are further modified by the Coast Guard in reference (c). Use copies of the foldout worksheets provided in the back of reference (b) to help complete the SORTS report.
2. Chapters 3 and 4 of reference (b) and enclosures (3) and (4) of reference (c) explain how to format the heading and report the general status information of the unit.
3. Chapter 5 of reference (b) and enclosure (5) of reference (c) deal specifically with the evaluation of missions and the resources (personnel, supply, equipment, and training) required to complete those missions.
  - a. Begin the unit status assessment with step 1. Step 3 explains when the unit does not need to assess mission and resource status due to special situations such as Service directed conversion, modernization, or transition.
  - b. These decision aids support steps 4 through 7, where the SORTS writer must examine the status of resources needed to accomplish each primary mission, and assign mission ratings and degradation reason codes. In steps 8 through 20, mission resource data is evaluated and summarized into four resource area ratings and a single overall rating.
  - c. These decision aids also provide guidance on how to determine the commander's assessment of percent effective (PCTEF) in step 21.
4. Chapter 6 of reference (b) and enclosure (6) of reference (c) detail procedures for reporting additions, changes, and deletions to unit status data.
5. Chapter 7 of reference (b) and enclosure (7) of reference (c) detail procedures for reporting major equipment (MEQPT) and crew data (CREWA).

6. Finally, these decision aids support chapter 8 of reference (b), and enclosure (8) of reference (c) where chemical, biological defense (CBD) status is determined. CBD status is reported by all units, even those not normally equipped and/or trained for CBD operations. CBD is not a mission area. It is reported under the Special Capability (SPCAP) reporting label.

B. How to Use the Decision Aids.

1. The decision aids are organized by level of importance, with the most critical questions asked first.
2. Use the decision aids to compute status ratings as follows:
  - a. The rating is a numerical value that corresponds with status categories, defined in reference (b). Determine the rating for the question or item by moving from left to right until a maximum standard can be met. In most cases a "yes" will result in a better rating. The box where the item line intersects the appropriate rating column can be checked lightly in pencil or the rating can be written on a separate piece of paper for further comparison and evaluation.
  - b. Evaluate each question or item using the choices offered in the blocks to the right of the item and the "<YES/NO>" guide at the top of each decision aid section. The choices in each block of the "<YES/NO>" columns are numerical, percentages, a short phrase, a word, or a symbol. A "yes" earns the rating to the left of the box, and a "no" earns a rating to the right. The choice symbol "\*-->" means the answer to the question is simply either yes or no. A choice followed by an arrow "---->" that covers more than one block follows the same pattern.
  - c. The "#" is used to indicate a footnote.
  - d. The design of the form is intentionally truncated where no evaluation criteria exists. Many items can only be evaluated to a minimum rating of "2", for example.
  - e. The worst item rating (largest number) for a particular mission resource area shall be transferred to the SORTS worksheet. For example, if there were five items evaluated in a particular mission resource area and their individual ratings were "1, 1, 2, 3, 2", the rating for that mission resource area would be a "3".

- f. Commanding officers may downgrade or lower the rating (assign higher number) for any particular mission resource area if there is a compelling reason to do so. However, the reason shall be noted in the remarks section of the SORTS report.
- g. Commanding officers shall not upgrade or raise the rating (assign a lower number) for any particular mission resource area once it is determined by using the appropriate decision aid.

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## CHAPTER 3. READINESS ASSESSMENT DECISION AIDS

### A. Personnel Resource Area (NWP 10-1-11, Chapter 5, Step 4).

#### MOB/PERSONNEL

	1 <YES/NO>	2 <YES/NO>	3 <YES/NO>	4
1 What percentage of the following personnel are ready for immediate mobilization? (Based on CPAL) # ##				
a All Personnel	90%	80%	70%	
b Boat Crews - total	85%	75%	65%	
c Unit Security	85%	75%	65%	
d Command and Control	85%	75%	65%	
e Engineering Support	85%	75%	65%	
f Medical	85%	75%	65%	
g Administration	85%	75%	65%	
h Enlisted Supervisors, E-5 and above, for the ratings listed above	85%	75%	65%	

#### CCC/PERSONNEL

	1 <YES/NO>	2 <YES/NO>	3 <YES/NO>	4
1 What percentage of the following personnel are ready for immediate mobilization? (Based on CPAL) # ##				
a ET and TC Ratings	85%	75%	65%	
b Enlisted Supervisors, E-5 and above, for the ratings listed above	85%	75%	65%	

# Factors to consider in determining if personnel are ready for mobilization include:

1. Personnel medically qualified for deployment and medical records up to date. Medical qualification includes meeting weight standards.
2. Personnel have no dental problems preventing deployment and dental records in order.
3. Full CUU (Camouflaged Utility Uniform) Sea Bag. (See Table of Equipment Priority 1 Individual clothing/personal items.)
4. Clearances up-to-date.
5. Up-to-date Records of Emergency data.
6. Immunizations current.
7. Powers of attorney.
8. Family care Plans completed. (Applies only to single parents or dual military career families with children or dependent parents.)
9. Wills.

(continued)

10. Dependents enrolled in DEERS.
11. Members hold proper ID Cards.

Items 1-4 earn two points each, and items 5-11 one point each, for a total possible score of 15 for each required billet. To find percentage divide total individual scores by total number of personnel required times 15 times 100.

## The Contingency Personnel Allowance List (CPAL) is a subset of the PSU Reserve Personnel Allowance List (RPAL). The CPAL totals 117 (10 off/107 enl) and is the correct number to be used in this evaluation. Personnel onboard should be measured against the CPAL billets; personnel in excess of CPAL requirements who are least qualified should not be considered.

#### FSO/PERSONNEL

	1	<YES/NO>	2	<YES/NO>	3	<YES/NO>	4
1	What is the MOB Personnel rating?	1	2	3			
2	How many PYA qualified Medical Officers are onboard?	1	1 HS -----> (in lieu of PYA)				

#### NCO/PERSONNEL

	1	<YES/NO>	2	<YES/NO>	3	<YES/NO>	4
1	What is the MOB Personnel rating?	1	2	3			
2	Is there an Emergency Medical Technician Certified by the National Registry of Emergency Medical Technicians onboard?	*---->					



B. Supply Resource Area (NWP 10-1-11, Chapter 5, Step 5).

**MOB/SUPPLY**

	1 <YES/NO>	2 <YES/NO>	3 <YES/NO>	4
1 What percentage of the following is onboard?				
a Total Usable Gasoline #	75%	60%	50%	
b Engineering Spares ##	90%	80%	65%	
c Electronics Spares ##	90%	80%	65%	
d Engineering Tools and Test Equipment	90%	80%	65%	
e Electronic Tools and Test Equipment	90%	80%	65%	
f Exposure Suits (Mustang)	90%	80%	65%	
2 How many days of the following are onboard?				
a Lubricant Supplies	30	22	15	
b Meals, Ready to Eat (MREs)	30	22	15	

# While deployed only.

## See Table of Equipment for Port Security Units.

**CCC/SUPPLY**

	1 <YES/NO>	2 <YES/NO>	3 <YES/NO>	4
1 What percentage of the following is onboard?				
a Electronics Spares #	90%	80%	65%	
b Electronic Tools and Test Equipment	90%	80%	65%	

# See Table of Equipment for Port Security Units.

**FSO/SUPPLY**

	1 <NO/YES>	2 <NO/YES>	3 <NO/YES>	4
1 What is the MOB Supply rating?	1	2	3	
2 What percentage of the following is onboard?				
a Emergency First Aid and Medical Supplies	90%	80%	65%	

**NCO/SUPPLY**

	1 <YES/NO>	2 <YES/NO>	3 <YES/NO>	4
1 What is the MOB Supply rating?	1	2	3	
2 What percentage of the following is onboard? #				
a Spares for .50 Caliber Machine Guns	90%	80%	65%	
b Ordnance Tools and Test Equipment for the .50 Caliber Machine Guns	90%	80%	65%	
c .50 Caliber Ammunition	90%	80%	65%	
d Spares for the M60 Machine Guns	90%	80%	65%	
e Ordnance Tools and Test Equipment for the M60 Machine Guns	90%	80%	65%	
f 7.62mm Ammunition	90%	80%	65%	
g Spares for the M16A2 Rifle	90%	80%	65%	
h Ordnance Tools and Test Equipment for the M16A2 Rifle	90%	80%	65%	
i 5.56mm Ammunition	90%	80%	65%	
j Spares for the 9mm Pistol	90%	80%	65%	
k Ordnance Tools and Test Equipment for the 9mm Pistol	90%	80%	65%	
l 9mm Ammunition	90%	80%	65%	
m Spares for the 12 Gauge Riot Shotgun	90%	80%	65%	
n Ordnance Tools and Test Equipment for the 12 Gauge Riot Shotgun	90%	80%	65%	
o Shotgun Ammunition	90%	80%	65%	
p Spares for the M203 Grenade Launcher	90%	80%	65%	
q Ordnance Tools and Test Equipment for the M203 Grenade Launcher	90%	80%	65%	
r 40mm Ammunition	90%	80%	65%	
s MK3A2 Concussion Grenades	90%	80%	65%	
t Signal, Smoke, and Illumination, MK13	90%	80%	65%	

# See Table of Equipment for Port Security Units.

C. Equipment Resource Area (NWP 10-1-11, Chapter 5, Step 6).

**MOB/EQUIPMENT**

	1 <YES/NO>	2 <YES/NO>	3 <YES/NO>	4
1 Is the following mission critical equipment operable?				
a TPSB (fully outfitted and completely operational)	6	5	3	
b Trailer, Boat	6	5	3	
c Three Kilowatt Portable Electrical Generator	2	1----->		
d Outboard Engine	18	15	9	
e Surface Search Radar	6	5	3	
f Tent, General Purpose, Medium	5----->		4	
g Tent, Small	3	2	1	
h Vehicles (4WD Pickup)	2----->		1	
i 3,000 Gallon Self-Supporting Fabric Water Tank	1----->			

**CCC/EQUIPMENT**

	1 <YES/NO>	2 <YES/NO>	3 <YES/NO>	4
1 Is the following mission critical equipment operable?				
a VHF-FM, Handheld Radio, MX300R	16	10	5	
b VHF-FM, AN/PRC-77, Military Low Band	6	4	2	
c Radio, MCX1000	3	2	1	
d Field Telephone, TA-312	10	7	3	
e Telephone, Secure Unit (STU-III)	1----->			

**FSO/EQUIPMENT**

	1 <YES/NO>	2 <YES/NO>	3 <YES/NO>	4
1 What is the MOB Equipment rating?	1	2	3	

# NCO/EQUIPMENT

	1 <YES/NO>	2 <YES/NO>	3 <YES/NO>	4
1 What is the MOB Equipment rating?	1	2	3	
2 Is the following mission critical equipment operable?				
a .50 Caliber Machine Gun	9	4	2	
b .50 Caliber Machine Gun Tripod	3	2	1	
c M60 Machine Gun	9	4	2	
d M60 Machine Gun Tripod	3	2	1	
e Pistol, 9mm	30	24	19	
f Rifle, M-16	87	70	53	
g Shotgun, 12 Gauge, Riot	12	9	7	
h M203 Grenade Launcher	12	9	7	
i Night Vision Device F4975	12	8	4	
j Night Vision Device M975/M476	6	4	2	
k Binoculars	13	8	4	

D. Training Resource Area (NWP 10-1-11, Chapter 5, Step 7).

**MOB/TRAINING**

	1	<YES/NO>	2	<YES/NO>	3	<YES/NO>	4
1	What percentage of All Hands (Base on CPAL) have completed the following training?						
a	PSU Basic Skills ADT Course (no course number)#	85%		70%		55%	
b	PSU Skills Refinement ADT Course (no course number)#	85%		70%		55%	
c	Field Training Exercise as a PSU Member (biennially)	85%		70%		55%	
2	What percentage of All Hands have completed the following Personnel Qualification Standard units per reference (e)?						
a	0.1 General Duties	85%		70%		55%	
b	0.1.16 Red Cross Standard First Aid Course of Instruction	85%		70%		55%	
c	3.1 Individual Movement	85%		70%		55%	
3	What percentage of the Boat Crews have completed the following Personnel Qualification Standard unit per reference (e)?						
a	2.0 TPSB Operations	85%		70%		55%	
4	What percentage of Boat Crew personnel (Coxswain, Engineer, Crewmember) are qualified and certified per reference (e)?						
a	Coxswain	90%		80%		70%	
b	Engineer	90%		80%		70%	
c	Crewmember	90%		80%		70%	
5	What percentage of Subsistence Specialists have completed the following Personnel Qualification Standard unit per reference (e)?						
a	4.1 Field Messing	85%		70%		55%	
6	Have the XO, Admin Officer, and Supply Officer completed the following Personnel Qualification Standard units per reference (e)? (Three, two, or one of the above officers)						
a	4.2 Supply	3		2		1	
b	4.3 Administration	3		2		1	
7	How many Medical personnel have completed the following Personnel Qualification Standard unit per reference (e)?						
a	5.1 Medical Administration	2		1	----->		

# Curriculum outlines for these courses are found as enclosures to reference (e), change 1.

(continued)

**MOB/TRAINING (cont'd)**

	1 <YES/NO>	2 <YES/NO>	3 <YES/NO>	4
8	What percentage of the Engineering Support Team has completed the following Personnel Qualification Standard units per reference (e)?			
a	6.1 OMC 155 HP Commercial Outboard Motor Maintenance	85%	70%	55%
b	6.2 Hull	85%	70%	55%
c	6.3 Electronic Systems	85%	70%	55%
d	6.4 TPSB System	85%	70%	55%
e	6.5 Miscellaneous Support	85%	70%	55%
9	Has a Monitoring Program been instituted to protect personnel from overexposure to hazardous levels of temperature, noise, vibration, and toxic substances?	*---		

**CCC/TRAINING**

	1 <YES/NO>	2 <YES/NO>	3 <YES/NO>	4
1	What percentage of the CO, XO, and Division Officers have completed the following Personnel Qualification Standard units per reference (e)?			
a	1.1 Mission	85%	70%	55%
b	1.2 Troop Leading Procedures	85%	70%	55%
c	1.3 Port Security Operations	85%	70%	55%
2	What percentage of C3 and Admin personnel have completed the following Personnel Qualification Standard units per reference (e)?			
a	1.4 Classified Material Control	85%	70%	55%
b	1.5 U.S. Message Text Formatted Traffic (USMTF)	85%	70%	55%
3	What percentage of All Hands have completed the following Personnel Qualification Standard unit per reference (e)?			
a	1.6 Comms Equipment and Operation	85%	70%	55%
4	What percentage of the Unit Security Team has completed the following Personnel Qualification Standard units per reference (e)?			
a	3.3 Squad Tactics	85%	70%	55%
b	3.4 Defensive Positions	85%	70%	55%
c	3.5 Patrolling/Land Navigation	85%	70%	55%
d	3.6 Military Operations on Urbanized Terrain (MOUT)	85%	70%	55%

**FSO/TRAINING**

	1 <YES/NO>	2 <YES/NO>	3 <YES/NO>	4
1 What is the MOB Training rating?	1	2	3	

**NCO/TRAINING**

	1 <YES/NO>	2 <YES/NO>	3 <YES/NO>	4
1 What is the MOB Training rating?	1	2	3	
2 What percentage of All Hands (Based on CPAL) have completed the following Personnel Qualification Standard units per reference (e)?				
a 7.1 M60 7.62mm Machinegun	85%	70%	55%	
b 7.2 .50 Caliber Machinegun	85%	70%	55%	
3 What percentage of the the Unit Security Team and Weapons Support Team have completed the following Personnel Qualification Standard unit per reference (e)?				
a 7.3 M203 Grenade Launcher	85%	70%	55%	
4 What percentage of the Weapons Support Team has completed the following Personnel Qualification Standard units per reference (e)?				
a 7.4 Weapons Training	85%	70%	55%	
b 7.5 Weapons Support	85%	70%	55%	

E. Commander's Assessment of Percent Effective (NWP 10-1-11, Chapter 5, Step 21). The commander's assessment of percent effective (PCTEF) is a subjective assessment made by the commanding officer of the unit's current ability (for the next 72 hrs) to undertake all assigned missions. Factors b through e in step one are defined in various Joint Publications and are based on those definitions and the commanding officer's own judgment. This assessment gives the commanding officer a chance to further evaluate the effectiveness of the unit by supplementing the evidence supplied by precise measurement in the rest of the decision aids, with a number of interrelated variables for which there may not be a practical and precise measurement, yet which may have a potentially profound effect on readiness.

**PCTEF - Step One**

1	<b>The commanding officer shall consider the following tangible and intangible factors:</b>
a	Unit's Overall (CROVL) Rating
b	Readiness Factors <ul style="list-style-type: none"> <li>Personnel</li> <li>Equipment and Supplies</li> <li>Equipment Condition</li> <li>Training</li> <li>Mobility</li> <li>C4I</li> <li>Operations</li> <li>OPTEMPO</li> <li>Exercises</li> <li>Morale</li> <li>Leadership</li> </ul>
c	Sustainability Factors
d	Modernization Factors
e	Force Structure Factors

**PCTEF - Step Two**

1	<b>Since CROVL is always a major factor in PCTEF determination, commanding officers are limited to a PCTEF value associated with their unit's current CROVL rating, as indicated below.</b>
CROVL-PCTEF COMPARISON TABLE	
<u>CROVL RATING</u>	<u>ACCEPTABLE MIN/MAX PCTEF RANGE</u>
1	085 to 100 Percent
2	070 to 090 Percent
3	060 to 080 Percent
4	000 to 059 Percent
5	000 Percent



- F. Major Equipment and Crew Data (NWP 10-1-11, Chapter 7). The following major equipment (MEOPT) and crew data (CREWA) shall be reported by all units as applicable:

MEOPT	
1	Boats
a	22' TPSB
b	27' TPSB

CREWA	
1	Boats
a	22' TPSB
b	27' TPSB

1. Choose the appropriate equipment from the list above. The MEOPT format is:

MEOPT/Type of major equipment/Number of major equipment authorized/Number of major equipment allocated/Number of major equipment possessed/Number of major equipment operationally ready

Example:

MEOPT/22' TPSB/005/005/005/004//

2. The CREWA format supplies crew data for the equipment listed under MEOPT.

CREWA/Type of major equipment/crews authorized/crews allocated/crews formed/crews operationally ready

Example:

CREWA/22' TPSB/03/03/03/03//

G. Chemical, Biological Defense (NWP 10-1-11, Chapter 8).  
 Chemical, Biological Defense (CBD) status is reported by all units, even those not normally equipped and/or trained for CBD operations. CBD is not a mission area. It is reported under the Special Capability (SPCAP) reporting label. CBD status is not considered when computing resource area and unit overall status. It is only considered in the commander's assessment of percent effective (PCTEF) when CBD equipment and/or training are factors that could impact mission performance.

#### **CBD/EQUIPMENT**

		1 <YES/NO>	2 <YES/NO>	3 <YES/NO>	4
1	What percentage of the following contingency allowances are onboard?				
a	Personal Decontamination Kits	90%	80%	65%	
b	Chemical, Biological, Radiation Mission Oriented Personnel Protection (MOPP)	90%	80%	65%	
c	MCU 2/P Gas Masks	90%	80%	65%	

#### **CBD/TRAINING**

		1 <YES/NO>	2 <YES/NO>	3 <YES/NO>	4
1	Are the following personnel PQS or JQR qualified?				
a	Percentage of Condition I Damage Control Personnel PQS qualified in their specific billet assignment for CBR Defense	85%	70%	55%	
2	What percentage of All Hands have completed the following Personnel Qualification Standard unit per reference (e)?				
a	3.2 Chemical, Biological, Radiation Mission Oriented Personal Protection (MOPP)	85%	70%	55%	



